



Olds Golf Club
33042 Range Road #12
Olds, AB T4H 4N3

Assistant Golf Professional

Club Information:

The Olds Golf Club is a Certified Audubon Cooperative Sanctuary facility that prides itself on offering a championship golf experience at a price that remains affordable to everyone. We understand that the high prices you find for a quality golf experience makes golfing unattainable for many.

Our Mission Statement remains to this day “to provide an affordable community recreational facility.” Staying true to this mission has allowed us to carve out a successful niche in the Central Alberta golf market. We continually provide championship caliber course conditions, fair pricing, and friendly service all of which contribute to our success. This upcoming season marks our 100th season in operation, and we are proud to have been a contributing member of the community for the past one-hundred years.

Job Summary:

The Olds Golf Club is looking for a personable, dynamic, and enthusiastic individual to join our team for the 2025 season and beyond. In this role, you'll work closely with the Pro/Manager, gaining valuable experience in the golf industry and advancing your career. Your ambition and drive to excel will thrive in collaboration with our dedicated team, who are united in delivering an exceptional experience for our members and guests alike.

Job Responsibilities:

- Supervise and manage the total golf operations in a professional and efficient manner in the absence of the Associate Professional and/or Pro/Manager
- Provide excellent service, professional advice and assistance to all members.
- Provide golf instruction and clinics that are consistent with PGA of Canada instructional methods, policies and procedures.
- Be informed on, and promote all club activities and services.
- Assist in planning and budgeting for the entire golf operations department.
- Assist in all areas of Pro-Shop service operations including answering telephone inquiries, booking tee times, and checking in customers while providing excellent customer service and sales. This will also include assisting in the purchasing, receipt, merchandising, and overall control of inventory, and other day-to-day operations of the Pro-Shop.
- Assist in managing tournaments, leagues and outside events.
- Spearhead our rejuvenated Junior Golf Program, and Women's camps and clinics
- Become familiar with, and further develop our Corporate Membership and Advertising Program, including golfing with corporate members, and exploring additional relationship opportunities
- Management of the outside services team while on shift
- Strong interpersonal, organizational, communication and leadership skills
- Club re-gripping and repairs as requested by customers
- Conduct oneself in a professional manner and maintain a professional image at all times.
- Assist in the management of the club's social media, including content creation and promotion
- All other duties as assigned by the Pro/Manager



Qualifications:

- Minimum of three years of experience in the golf industry
- Applicant must be a PGA of Canada member in good standing
- Applicant must possess a minimum of a high-school diploma, with a degree in either business, education, or kinesiology (biomechanics) being preferred.
- Knowledge and application of basic computer skills, including Lightspeed POS, Microsoft Office, and Canva are required
- Excellent communication and organization skills, including strong interpersonal and problem-solving skills
- Must be proficient in club re-gripping, re-shafting, and fitting skills. Knowledge of current launch monitors and their limitations/parameters are also essential
- Golf Genius tournament software aptitude, and Operation 36 Golf Software aptitude are also assets
- The ability to work in a fast paced, dynamic environment, with the ability to multi-task, and work well within the structure of a team is non-negotiable
- A strong attention to detail, and a proclivity towards management/leadership skills will be an asset
- The applicant must have the confidence and skills to sell corporate memberships and advertising year-round, but especially throughout the winter months

Compensation:

Employment Term: Full-Time, Year-Round

Compensation:

- \$35,000 - \$50,000/year based on experience
- 90% of Lesson Revenue
- \$500 Clothing Allowance
- Meal Plan (TBA – Awaiting Decision on Food and Beverage Management for this year)
- Equipment Package (TBA – But will contain a full set of equipment and golf balls for the season)
- Year-Round teaching opportunities due to our partnership with Aurora Golf in Olds

Contact Information:

Qualified candidates are invited to submit their resume and cover letter, detailing their qualifications and motivation for joining our team, to:

Mathew MacDonald, Pro/Manager, Olds Golf Club - Email: promanager@oldsgolf.com

We thank all applicants for their interest in joining our team at the Olds Golf Club, but please note: only successful applicants will be contacted for an interview.

The Olds Golf Club is an equal opportunity employer dedicated to accessibility and inclusion, and is committed to adhering with all relevant Provincial and Federal legislation. If you require accommodations during the recruitment process, please let us know when contacted, and we will ensure your needs are met to the best of our abilities.